

 <b>Dr. Moopen's Medical College</b>	<b>DR.MOOPEN'S MEDICAL COLLEGE</b> Naseera Nagar, Meppadi Post, Wayanad- 673577 Tel- 04936-287213, Fax: 04936-287287	
From: Office of the Dean	To All the concerned	
398 /DO/DMMC/2023	<b>Office Order</b>	05/08/2025

I am hereby inform you all that as per the directive from KUHS and also from Govt. of Kerala (order No. 17596/B2/DSA/KUHS/2023 dated 15/06/2023) there is Grievance Redressal Committee for Students functioning in our institution. It should be reconstituted on every academic year as per the following pattern.

SL No.	Name	Role
1	Dr Elizabeth Joseph	Chairperson
2	Dr Rindu Raveendran	Secretary & faculty representative
3	Dr Sanitha Philip	Lady representative from faculty
4	Dr Nabeel Azeez	SSGP nodal officer
5	Dr Durai Dhanasekar	Faculty Member
6	Ms. Sukritha K M	Faculty Member
7	Ms.Usha (Asst.wardens)	Member
8	Ms.Meera	Member
9	Ms.Dhanalakshmi	Member
10	Ms.Pushpa	Member
11	Ms.Smitha	Member
12	Mr. Vinukumar K	Member
13	Mr.Anilkumar R A	Member
14	Mr.Jomish John	Member
15	Mr. Muhammed Faris	Member
16	Ms. Adithi S Gokul	Member
17	Ms. Anagha Prasad	Member
18	Mr. Jyothy (PTA president & PTA Rep)	Member



### **Responsibilities of the Committee**

- The committee will address the complaints pertaining to college, class, campus, hostel (food & accommodation). The committee will be the first authority to address the issues and responsible for taking appropriate decisions to maintain a proper academic ambience.
- The decisions taken in the in the meeting should be implemented by the dean and action taken report should be sent to the complainant from Dean's Office.
- The complaint can be submitted to the committee directly or through post or e-mail. It can also be dropped in the complaint boxes placed in hostel, college and hospital premises.
- GRCS meeting will be once in every month and the complaint boxes will be opened for the discussion in the same meeting.
- The anonymous complaints also will be considered seriously by the committee.
- The complaints which are above the purview of GRCS will be handed over to College Council of Management.
- An annual report should be submitted to Dean of students affairs, KUHS at the end of every academic year by the chairperson of the committee.
- The dean will be the appellate authority in the institution level. Pro Vice Chancellor will be the chairperson, Dean of students affairs, senate member, students union chairperson and students representatives form the subcommittee of students council. The SCSC will be the appellate authority in the university level.



**DR.ELIZABETH JOSEPH**  
**PRINCIPAL**

